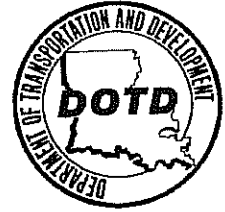




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STATE OF LOUISIANA
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SHERRI H. LEBAS, P.E.
SECRETARY

MEMORANDUM

TO: ALL CONSULTANTS
ALL BRIDGE DESIGNERS

FROM: HOSSEIN GHARA, P.E.
BRIDGE DESIGN ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 26 (BDTM.26)
RETENTION POLICY FOR SHOP DRAWINGS AND WORKING DRAWINGS

DATE: DECEMBER 22, 2010

Effective immediately, the following retention policy for shop drawings and working drawings, as defined in the Louisiana Standard Specifications for Roads and Bridges Subsections 105.02 and 801.03, shall be implemented.

Final Approval and Distribution Copy (distributed by the Design Engineer)

The final approval and distribution copy shall be scanned as pdf files and saved in ProjectWise under \project folder\Bridge-Structural\Documents\Shop Drawings. These files shall be named and organized for easy reference. The DOTD Bridge Task Manager shall be responsible for this task; however, he may delegate the work to his consultant as appropriate. It should be noted that if a consultant is responsible for the distribution of the Final Approval and Distribution Copy, he shall include the DOTD Bridge Task Manager on the distribution list. The DOTD Bridge Task Manager may retain a hard copy of these drawings at his discretion.

Control Set of Structural Shop Drawings (From Construction Section)

The Construction Section will submit a control set of structural shop drawings to the Bridge Design Data Manager for archiving upon completion of fabrication or erection. The Bridge Design Data Manager will log the projects and contact the DOTD Bridge Task Managers.

Shop Drawings are to be reviewed by the DOTD Bridge Task Manager for completeness and compliance with the design intent. After review, each sheet shall be stamped "Control Set". The drawings should be arranged into a logical order then transmitted to General Files with an attached transmittal letter and Business Services *Document Transmittal Sheet*. This *Document Transmittal Sheet* can be down loaded from the Bridge Design Website. It is only necessary to list the project number on this sheet.

General Files will scan these drawings into the Plan Room under the Shop Drawings folder of the appropriate project number. They will then send the transmitted hard copy to be microfilmed and stored offsite.

This technical memorandum is posted on the Bridge Design Website under Technical Memoranda.
http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=BRIDGE

Please contact Ms. Zhengzheng “Jenny” Fu (225-379-1321, zhengzheng.fu@la.gov) if you have questions or comments.

HG/zzf/pv

Cc: Richard Savoie (Chief Engineer)
Janice Williams (Chief, Project Development Division)
Art Aguirre (FHWA)
Brian Buckel (Chief, Construction Section)
Mike Ricca (Fabrication Engineer)
Gilbert Bonnet (General Files)